

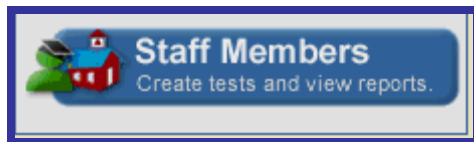


ACHIEVEMENT SERIES – CLASSROOM MODULE

Create a Classroom Test: Quick Pick Option

Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.achievementseries.com/>
3. Click the **Staff Members** button.



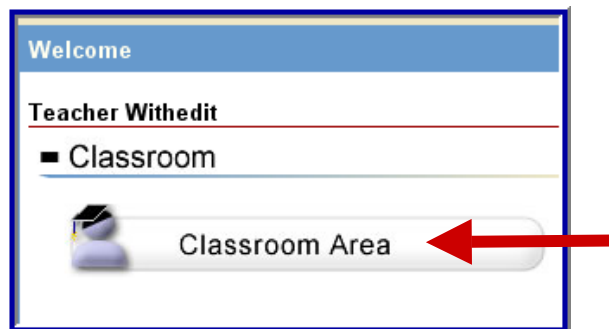
4. Enter your **Site ID**, **Staff ID** and **Password**. Then click **Login**.

Site ID:

Staff ID:

Password:

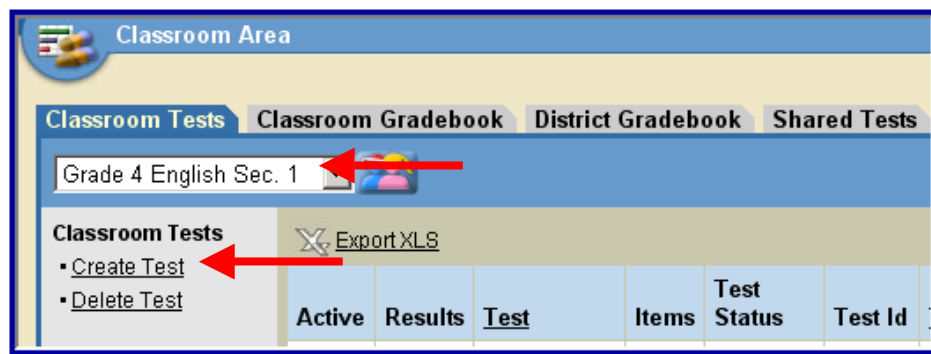
5. At the Home Page, click the **Classroom Area** button.



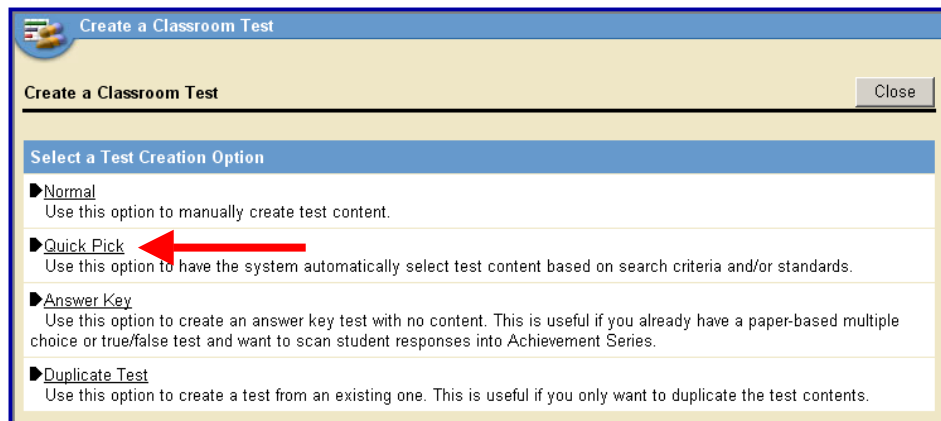
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Section 2: Create a Test with the Quick Pick Option

1. In the **Classroom Area** select the **Classroom Tests** tab.
2. Select the **Class** from the dropdown box and then click **Create Test**.



3. Click **Quick Pick**.



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Complete the following six (6) steps in setting up a Quick Pick test.

1. **Step 1 of 6: Specify Test Properties**

A. Enter a **Test Name**.

Example: Math 4 Fractions March 31, 2005

B. (Optional) Enter **Test Description**.

Example: Adding Fractions-Same Denominator

C. In **Delivery Method** select either **Web Testing** or **Scanner Forms**.

D. Enter a **Test Date**.

- Test Date sorts tests chronologically in the Classroom Gradebook.
- Test Date does not restrict when students can actually take the test.

E. Enter the **Number of Versions**

- Create from 1 *up to* 10 Versions of the test.
- For 2 or more versions, randomize Questions and/or Answer Choices.

Note: If an answer choice was set to 'not randomize' during item creation, it will not scramble even if you select to randomize the choices in this area.

The screenshot shows a software window titled "Create a Quick Pick Test" with a sub-header "Specify Test Properties Step 1 of 6". It includes "Cancel" and "Next" buttons. The "Test Properties" section contains the following fields:

- Test Name:** Math 4 Fractions - March 31, 2005 *
- Test Description:** Adding Fractions - Same Denominator
- Delivery Method:** ☒ Web Testing, ☐ Scanner Forms *
- Test Date:** March, 31, 2005
- Number of Versions:** 2. Below this is a note: "Select the number of test versions to be created when the test is active." and two checked checkboxes: "Randomize test questions." and "Randomize the answer choices on multiple choice and multiple response questions."

A legend at the bottom right states: "* = required information".

F. Click **Next** to proceed to Step 2 of 6.

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2. Step 2 of 6: Specify Class Assignment

- A. Select the appropriate **Class**.
- B. Then click **Next** to advance to Step 3 of 6.

Select	Class	Primary Staff	Students	Grade
<input checked="" type="radio"/>	Grade 4 Sec. 1, Per./Block 1	Smith, Mary	2	4

3. Step 3 of 6: Select Item Banks

- A. Select **Item Types**.
- B. (Optional) Enter Item Properties: **Grades** and **Subject**.

Item Properties represents optional data that, if applicable, was added to items during item creation. Before entering item properties you must be certain what, if any, properties were added to items when they were created. Entering Item Properties that do not apply can foil your search for items.

- C. Select the **Item Banks** that contain the desired items.

Select	Item Bank	Location
<input checked="" type="checkbox"/>	Sample Item Bank	Elementary Test District

- D. Click **Next** to begin Step 4 of 6.

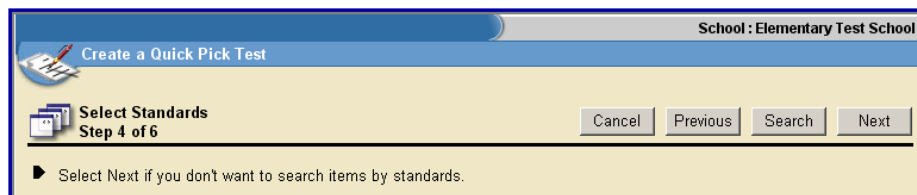
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4. Step 4 of 6: Select Standards

In this step, you have two (2) options in refining your search for test items.

Option 1: If you do *not* want to search for items based on Standards, click **Next**.

Note: This selection will take you directly to Step 5 of 6.



Option 2: Search for items *based on Standards* by completing these steps:

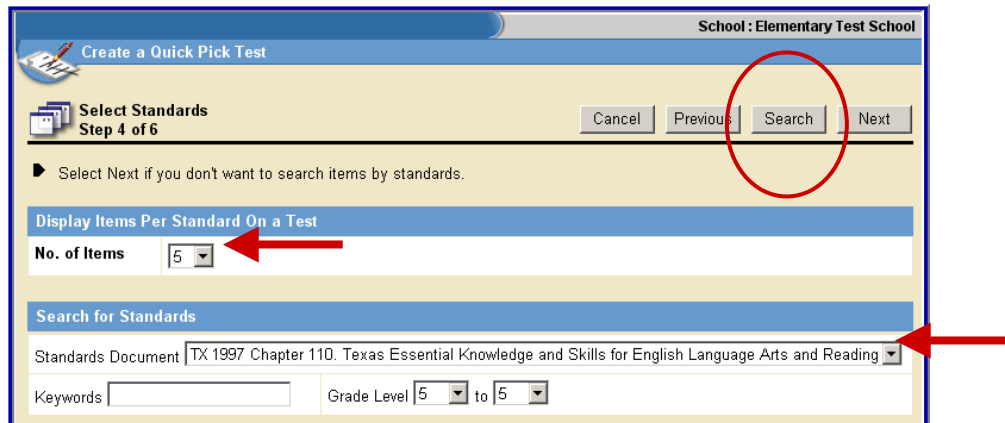
A. Enter the **No. of Items** you want the program to choose for each Standard.

B. Select the **Standards Document**.

C. (Optional) Enter **Keywords** and **Grade Level** *

- **Grade Level** is the grade designation for the Standards (skills).
- **Keyword** is a word or phrase on the Standards Document. You must use *exact verbiage* from the document to find matching standards.

D. Click **Search**



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E. Standards (skills) for the document you selected will be listed on the next screen. Those skills matching your criteria will be highlighted in yellow.

(1) Select the Standards that will be the focus of your item search.

(2) Then click **Next** to go on to Step 5 of 6.

☐ [\(5.10\) Reading/comprehension.](#)

☒ 5.10.A (A) use his/her own knowledge and experience to comprehend (4-8)

☒ 5.10.B (B) establish and adjust purposes for reading such as reading to find out, to understand, to interpret, to enjoy, and to solve problems (4-8)

☐ 5.10.C (C) monitor his/her own comprehension and make modifications when understanding breaks down such as by rereading a portion aloud, using reference aids, searching for clues, and asking questions (4-8)

5. Step 5 of 6: Test Items Found Based on Previous Selection Criteria

Items meeting your search criteria will now be displayed for your review. Select the items you want, and then click **Save**.

Selection Options:

- Select items individually by checking the box next to desired items.
- Select all items on the page by clicking **Toggle all checkboxes on this page.**

If you searched for items by standard, each item will include the Standard. Note the [Get Alternate](#) link that you can click to look for a different item for the same Standard. If one is found it replaces the one currently on the screen.

Create a Quick Pick Test

Test Items Found Based On Previous Selection Criteria
Step 5 of 6

Previous Cancel Save

[Export XLS](#)
[Toggle all checkboxes on this page](#)
Count: 12

Select	Item	Action
<input type="checkbox"/>	Standard Description: (D) spell accurately in final drafts (4-8) Choose the correct abbreviation for the given word. Unidentified Flying Object A. ufo ✓ B. U.F.O. C. u.f. D. U.F.	Get Alternate

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If you did not search for items by Standard, then the items are listed with no reference to the Standard. Also there is no option to find an alternate item.

Create a Quick Pick Test

Test Items Found Based On Previous Selection Criteria
Step 5 of 6

Previous Cancel Save

Export XLS Toggle all checkboxes on this page Count: 200 Page 1 of 10 >>

Select	Item
<input type="checkbox"/>	Choose the sentence which is worded the best. A. The Olympic runner very ran slowly. B. The Olympic runner ran slowly very. C. Very, the Olympic runner ran slowly. ✓ D. The Olympic runner ran very slowly.

6. Step 6 of 6: Select Next Activity or Close

In this final step, you will select one of three (3) options:

A) Close, B) Create Another Test or C) Manually Edit the Test.

Refer to the information below for the specific option you select.

Create a Quick Pick Test

Select Next Activity or Close
Step 6 of 6

Close

▶ Your test has been created. Select an activity below:

What would you like to do now ?

- ▶ [Manually Edit Test online quick pick Content](#)
- ▶ [Create Another Test](#)

A. Option 1: **Close**

Click **Close** to exit the Quick Pick module.

Tip! You need to **activate** the test you created before it can be administered.
Refer to Section 3 on page 9 for instructions on how to activate a test.

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B. Option 2: **Create Another Test**

You can begin setting up another test after clicking **Create Another Test.**

Tip! You need to **activate** the tests you create in order to administer them.
Refer to Section 3 on page 9 for instructions on activating a test.

C. Option 3: **Manually Edit Test**

Click **Manually Edit Test** to advance to the Test area where you can view, print, or modify the test as needed including adding or editing items and sections. Here you can also activate the test and share it with other users.

Tip! You need to **activate** a test you create in order to administer it.
Refer to Section 3 on page 9 for instructions on activating a test.

The screenshot shows a web-based application window titled "Test". At the top, there is a "Test online quick pick" bar with a "Close" button. Below this is a tabbed interface with tabs for "Content", "Properties", "Options", "Share", "Standards", and "Activation". The "Content" tab is selected, and the main area is titled "Edit Test Content". On the left side of the "Edit Test Content" area, there is a sidebar with three sections: "Test Items" (containing links for "Insert from Item Bank", "Create Item", "Delete Items", and "Validate Test"), "Test Sections" (containing links for "Create Section" and "Delete Sections"), and "Preview Content" (containing links for "Paper Test Form" and "Test Details"). The main content area displays a single test item: "1. Choose the correct abbreviation for the given word." followed by the word "East" and four multiple-choice options: "A. E", "B. Et", "C. Ea", and "D. e". A green checkmark is next to option A, indicating it is the correct answer.

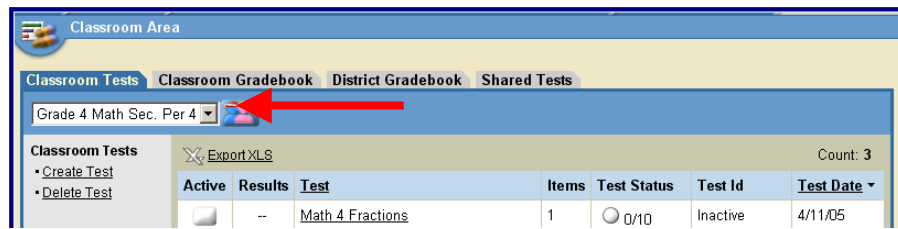
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Section 3: Activate the Classroom Test

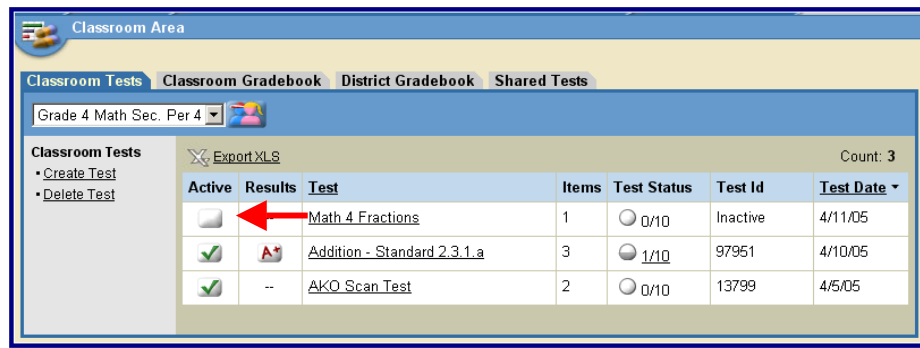
The Classroom Test can be activated using either of the two (2) options outlined below:

Option 1: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.
2. At the Classroom Area screen select the **Class**.

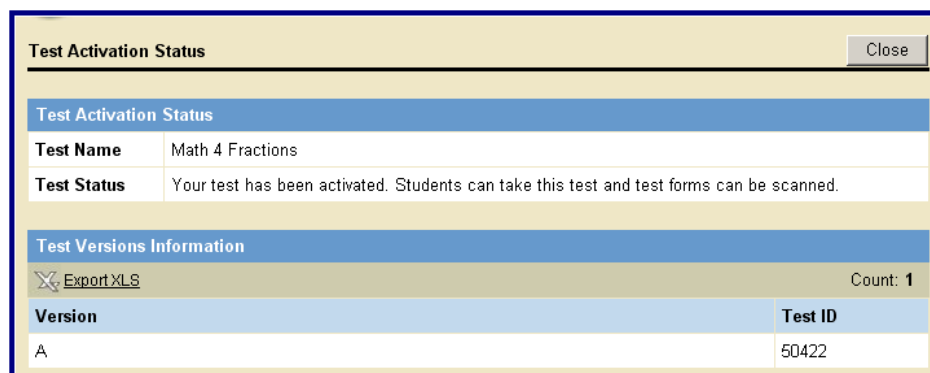


3. Identify the test to be activated and click the button in the Active cell.



4. The Test Activation Status page now appears with the Test IDs. Click **Close**.

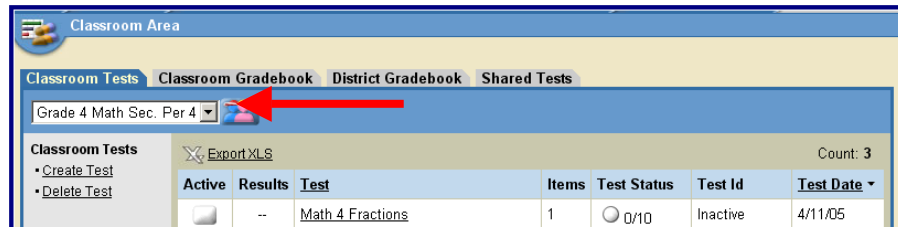
Tip! In the Classroom Area, the Active button now has a green checkmark.



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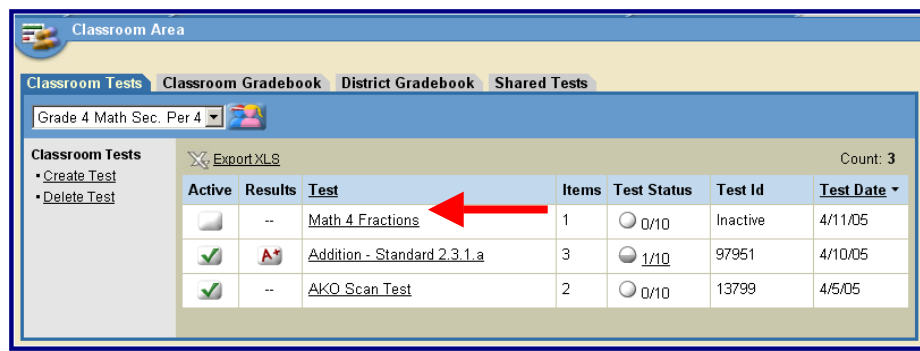
Option 2: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.
2. At the Classroom Area screen select the **Class**.

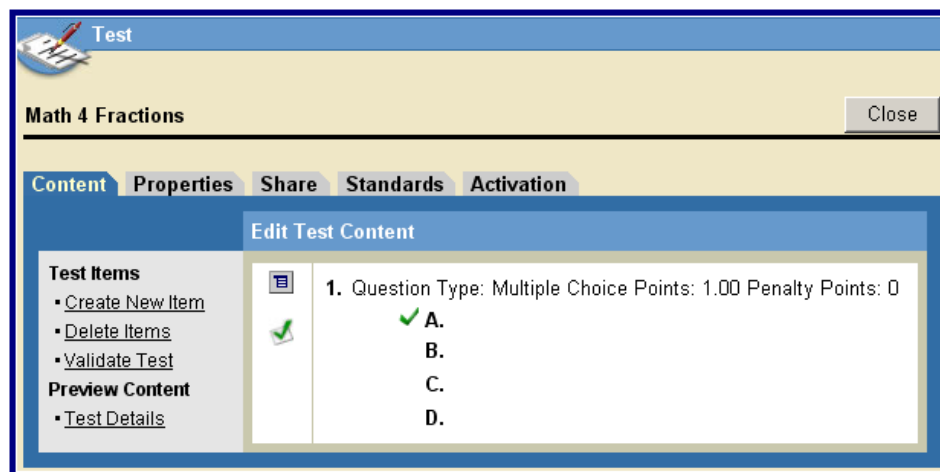


3. Identify the test to be activated and click the test name.

Example: Math 4 Fractions

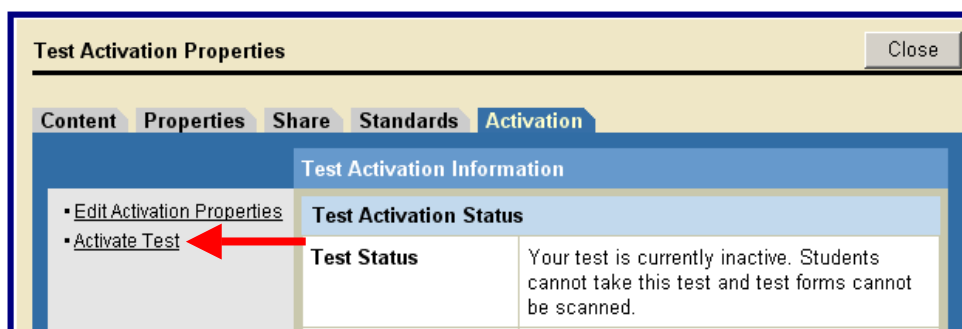


4. At the Test screen, select the Activation tab.



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- On the Activation tab, click **Activate Test**.



- The Test Activation Status page appears with the Test IDs. Click **Close**.

If multiple test versions exist, there is a Test ID for each version. There is a special Random Version ID for Online Tests. The Random ID, if used, instructs the program to randomly assign a test version to each student.

Test Versions Information	
Export XLS	Count: 3
Version	Test ID
A	34322
B	71739
Random Version*	95105
*Entering the Test ID for the Random Version on an online test will randomly assign one of the other available versions to the student.	

- On the Classroom Area page, a green checkmark in the *Active* cell indicates the test is active. The **Test IDs** appear in the Test ID cell.

Classroom Tests Classroom Gradebook District Gradebook Shared Tests						
Grade 4 Sec. 1						
<div> <div> Classroom Tests <ul style="list-style-type: none"> Create Test Delete Test </div> <div> Export XLS Count: 1 </div> </div>						
Active	Results	Test	Items	Test Status	Test Id	Test Date
		Math Grade 5 Weekly Test - Fractions	2	0/2	A: 34322 B: 71739 Random: 95105	3/30/05